



Personnel and Administrative Policy and Procedure

SUBJECT: Vehicle Use	EFFECTIVE DATE: December 1, 2006 REVIEWED: REVISED: June 15, 2008; December 2012
CATEGORY: 200 POLICY NUMBER: 200.59	CROSS REFERENCE: Mileage Reimbursement Policy 400.2 Travel Reimbursement Policy 200.56 Cellular Telephone Usage Policy 500.3 Taxable Fringe Benefit Policy 400.4 Attachments: A-E

Purpose: To set forth a standard policy and procedure for the safe use and operation of City vehicles and for the use of privately owned vehicles used to carry out the duties of City employees. It is the intent of this policy that should unsafe behavior occur, it is identified and corrected. If driving is a regular part of a person's day, the City will make a vehicle available and it is preferred that the employee use City provided transportation. The City will strive to make vehicles available for all work related trips. There are motor pool vehicles available at City locations for this purpose. However an employee may choose to use their personal vehicle for attending meetings and other occasional travel.

The Police Department covers many of the topics addressed in this policy in its General Orders. Where Police General Orders and this policy differ the Police General Orders will take precedence over this policy for police personnel. Other departments may also have additional policies related to this topic.

Scope: This procedure will apply to all employees and all elected officials of the City. Also included are person(s) on a grant program funded by the Federal Government, which requires Worker's Compensation coverage as a prerequisite of the grant. Currently volunteers are not covered to drive City vehicles, with the exception of individuals participating in the Cadet and Reserve Program with the City Police Department.

Policy: Driving is a potentially hazardous task performed by employees and volunteers. Therefore, it is the policy of the City that employees and volunteers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as cell phones and radios while the vehicle is moving, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow Oregon laws and regulations, and defensive driving principles, as outlined in courses offered at the City, to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

Managers are responsible for enforcing this policy, and shall ensure all employees and volunteers who drive are notified of this policy and the potential consequences of policy violations.

City vehicles are for use of employees in the performance of their duties. ORS 244 (Government Standards and Practices) prohibits public officials, which by definition includes government employees, from availing themselves of a benefit not available to the general public. City vehicle assignments are not to be used as fringe benefits for personal use, but rather to enhance the performance of City employees

carrying out their duties. The Department Head or the City Manager must approve exceptions in writing. Police Department General Orders will take precedence for Police Department Personnel.

Individuals contracting with the City for the purpose of providing goods and services are required to provide their own transportation and will not use City vehicles. They are required to provide automobile liability coverage as prescribed in the City's standard contract.

Procedures

Use of City Vehicles

The following general policy guidelines shall be used when making vehicle use decisions.

1. The Fleet Division has responsibility to maintain all City vehicles in a mechanically safe condition.
2. Employees and volunteers who drive City vehicles must be at least eighteen (18) years of age.
3. Employees whose position descriptions require them to drive a City vehicle or equipment or drive their personal vehicle for work must possess and maintain a valid Oregon or Washington State driver's license with an acceptable driving record (in addition some employees are required to have a valid CDL) or provide an alternate means of transportation that is approved by the Manager and HR Director. Employees are required to submit a copy of his or her driver's license to HR at the start of employment if the person will be driving for work. For those employees required to drive as part of their job duties, Human Resources will set up an account with DMV which will alert the City only if someone obtains a traffic conviction. Positions where incumbents will be included in the DMV account are identified in [Appendix 2](#). Requirements for an acceptable driving record for new hires can be found in [Appendix 1](#).
4. Annually all employees will be required to submit the Personal Auto Insurance Verification Form to the Human Resources evidencing liability limits no less than State required minimums.
5. City employees shall not take City vehicles home overnight or on weekends unless for City business and approved in writing by the Department Head. A Department Head may authorize such usage for emergency call-outs and for extraordinary need for a specific project or program. A written record of such is to be turned into the Risk Manager. The vehicle is not to be used for personal errands after work hours. There may be exceptions for those in law enforcement that are assigned an on-call vehicle by the Chief of Police in order to respond to emergency situations. Any non-work related travel must be documented on a monthly basis and submitted to Payroll and may be subject to taxation. Use the attached mileage log for reporting mileage. Any take home privileges or personal use of a City vehicle may be subject to taxation under the IRS regulations.
6. Employees will not use City vehicles, either marked and unmarked, for personal benefit; i.e., going to lunch, shopping, picking up laundry, check cashing, transporting family or friends, etc. Employees who are scheduled for work away from City facilities or for meetings or work, which precedes and follows the lunch, may use City vehicles to go to lunch. A personal stop for lunch or other purposes is permissible only when all of the following conditions are met:
 - a. It occurs between business destinations.
 - b. It adds **no** mileage to the vehicle i.e. a side trip to a restaurant that is .5 miles away to pick up lunch would be considered adding mileage to the vehicle.
 - c. It occurs on designated and approved breaks i.e. lunch and morning or afternoon contractual breaks. I.e. If going past a restaurant and stop to pick up lunch that time waiting for lunch counts towards the time spent on break.

7. During such stops, where practical, park City vehicles in the public right-of-way to minimize public perception of personal use. Safety of self and others should always be a consideration in determining an appropriate location to take a break in the field. If warranted at the location use cones, signs or other safety markers to designate the area if impeding into traffic.
8. For conferences, training, and meetings involving spouses or registered domestic partners, they may accompany employees with Department Head or City Manager approval. Passengers are required to wear seat belts when riding in a City vehicle.
9. A person who is not a City employee may not drive a City vehicle.
10. For non-routine, work related trips the supervisor must evaluate and approve trips.
11. The City's automobile liability policy provides insurance for employees who drive City owned vehicles as part of their job.
12. If the employee uses a personally owned vehicle while conducting City business, the employee's personal insurance will be primary as it relates to liability and physical damage. This means that in the event of an accident, the employee's own insurance is going to defend, negotiate, and settle any claim on behalf of the employee. If the employee's vehicle is damaged, the employee will need to look to their insurance to reimburse them for damages, including payment of any deductible. The City is not responsible for comprehensive or collision deductibles on vehicles owned by employees. It is the employee's responsibility to ensure that their automobile insurance coverage includes driving the vehicle for work related trips. The City's automobile liability insurance will provide excess liability coverage over and above the employee's insurance should those limits be exhausted.

Driver Responsibilities

1. It is the responsibility of all City employees to thoroughly check the operational condition of his or her assigned vehicle and to report all necessary maintenance and repairs in writing to the Fleet Supervisor.
2. Employees shall drive in a courteous, safe and legal manner, and obey all laws governing the use of motor vehicles.
3. Seat belts must be worn when driving or riding in City vehicles or when using a personal vehicle for City business.
4. Smoking is prohibited in all City vehicles.
5. Drivers will drive according to the road conditions during inclement weather. Drivers should be prepared, in advance, of bad weather/adverse weather for how to drive safely during such conditions.
6. Drivers shall be held personally responsible and liable for any tickets received while driving a vehicle on City business. All tickets for moving violations and/or parking fines received while driving City vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their supervisor within forty-eight (48) hours of receiving any citation while in a City vehicle.
7. For photo radar or other citations issued against the vehicle's registration, the employee/volunteer's department will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.

8. In the event of an accident on City business, drivers shall immediately contact their supervisor, and, if driving a City vehicle, follow all instructions/procedures for reporting accidents. When possible, pictures of the accident scene and any damage to vehicles and equipment should be taken.
9. If an employee who drives as part of his/her job duties has his/her driver's license suspended or revoked, the employee must report that immediately to their supervisor or the Human Resources Director. **If you have a driver's license that is currently suspended or revoked, you will not be allowed to drive for the City.**
10. For employees who are required to drive or maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including dismissal, whether the offenses and infractions occurred during or outside work hours if the conviction prevents the employee from performing the duties of his/her position. Volunteers with driving record convictions on or off the job may be subject to reassignment or removal from volunteer placement.
11. Drivers shall not drive City vehicles or private vehicles for City business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee/volunteer should first obtain approval from his/her physician that it is safe to drive while taking the medication. If the employee/volunteer comes to work but due to the medication cannot drive, the employee/volunteer shall immediately inform their supervisor and ask for an alternate work assignment. If there is no work available, the employee/volunteer may be sent home.
12. Employees/ volunteers are expected to use good judgment at all times while driving on behalf of the City. In circumstances where the employee/volunteer is uncertain if she/he should be operating or continue to operate a vehicle (such as prescription or over the counter medication, extended or continuous shifts, end of day long distance travel, fatigue, poor weather or road conditions etc.) the employee/volunteer is expected to contact their supervisor/ manager to assist in making the safest determination, of whether to continue to drive or not.
13. CDL holders must comply with all applicable federal motor carrier safety regulations.
14. See the Cellular Telephone Use Policy and Procedure for further information. governing the use of a cell phone while driving when performing City business.
15. See the Drug and Alcohol Policy and Procedure for further information governing the use of drugs and alcohol on the job and post-accident testing.

Passengers: Only authorized passengers are allowed to ride in City vehicles and other vehicles while in use for City business. Authorized passengers are:

1. City employees conducting City business.
2. Officers and agents representing the City.
3. Volunteers acting on behalf of the City.
4. Vendors and contractors working on behalf of the City.
5. Participants in official business, training, tours and programs.
6. Representatives of other governmental agencies working with the City.
7. Anyone with prior authorization by the department manager or with specific authorization by the City Manager, Elected Officials or other manager with authority to grant such approval.

(See [Travel Reimbursement Policy and Procedure](#) for additional information)

Fleet Vehicle Check Out Guidelines

The following guidelines are provided for an employee who needs to use a vehicle from City Fleet for an out of town trip.

1. Contact the fleet department 10 days in advance to request the use of a vehicle for extended trips. They will reserve, check over, and prepare one of the staff vehicles for your use.
2. Give your department head, the name, and address of where you will be staying.
3. Let the fleet department know the dates you will have the vehicle.
4. Verify that the insurance information and registration are inside the glove box prior to leaving on your trip.
5. Upon checking the vehicle out you must complete the Pre-Trip Form. Notify the fleet department immediately if you have any problems with the vehicle. See Attachment C.

Care and Maintenance of Vehicles

Reporting vehicle damage is the responsibility of the employee operating the vehicle. It is to be a written report to the Fleet Supervisor.

Operational checks to be performed by an employee prior to using a vehicle at the beginning of each shift or use:

- a. Inspect the exterior of the vehicle for body damage or other defects.
- b. To prevent paint damage, do not place any items on the body area of the vehicle.
- c. Do not check the radiator on any vehicle that has been recently driven and is still warm. This is to prevent burns to the operator and prevent wasteful overflow of radiator coolant.
- d. Check engine and transmission oil level and fill if needed when taking a vehicle out of town.
- e. Check all emergency and lighting equipment for proper operation.
- f. Visually examine tires for pressure, damage or excessive wear.
- g. Note the fuel level of vehicle.
- h. Check all other equipment in the vehicle. Report missing items as necessary. Write up repair problems if necessary.
- i. Check the mileage sticker to determine if service is needed. Complete vehicle maintenance form if sticker indicated service needed.

A Vehicle Pre-Trip Inspection Checklist is available in each vehicle to aid in operational checks. See [Attachment D](#).

If a vehicle is found to need repair during the pre-trip inspection complete the Fleet Repair Request and submit to Fleet Supervisor. [See Attachment E](#).

Fueling

No vehicle will be left for the oncoming shift/person with less than one quarter of a tank of gasoline. If the vehicle has less than one-quarter tank of fuel the person driving the vehicle must refuel the vehicle before returning it. Police Department General Orders will take precedence for Police Department Personnel.

Security

- a. It is the responsibility of each employee to protect city property and equipment.
- b. Vehicles will be secured whenever they are left unattended or parked out of the direct view of the employee. Windows are to be rolled up and doors locked.
- c. Employees will not leave items of value, such as tools or electronic equipment, in vehicles when unattended or overnight. Any employee negligently incurring a loss from a City vehicle not secured as indicated above may be required to replace the loss at his or her own expense. This does not apply standard equipment regularly stored in vehicles.

Accidents/Incidents Procedures

If you are on City business, **the following applies whether you are in a City vehicle or your personal vehicle:**

1. Employees involved in accidents within City limits of Milwaukie shall immediately notify 911 Dispatch at the emergency number if the situation warrants. Employees will notify 911 Dispatch at non-emergency number of (503) 786-7500 if there are no personal injuries and all vehicles can be moved to the side of the road safely. Dispatch will advise the Sergeant on duty who shall investigate the accident or damage to City equipment. If the situation warrants they will request an outside agency conduct the investigation. The Police Department will forward a written report to the Risk Manager as part of the Accident/Incident Review Board Process. If the accident is outside City jurisdiction the employee shall contact the appropriate law enforcement agency for that jurisdiction and request an investigation.
2. If there are injuries, whether real or apparent, reported by any party involved in accident seek medical attention immediately.
3. **Report any incident or accident involving another vehicle, object, or a pedestrian to your supervisor immediately.** An employee who is a passenger or involved in the accident in any way, must report the accident to his/her supervisor within one (1) business day. Any employee who is a CDL driver and involved in an accident while driving for City business must be sent for a drug screen as soon as possible but at least within four (4) hours of the accident. If employee is incapacitated the supervisor will complete the form.
4. **Do not make any promises to the claimant. Do not admit fault.** State simply that you will report the accident to the Insurance Company through your supervisor.
5. Drivers involved in an accident must complete a City Accident and Incident Report and if damage is more than \$1,500 an Oregon Traffic Accident and Insurance Report is also required. Accident Report Card can be found in the glove box of each vehicle. It can be used to collect information at the scene that would be used to fill out the City Accident Incident and Property Damage Report. (Extra copies of the City forms are available from a supervisor or printed from the Risk Management File on the S drive). Passengers in vehicles involved in an accident need to complete a statement concerning what happened and submit it to their supervisor within one working day of said accident. Give these forms to the supervisor. The supervisor will forward through the Department Head to the Risk Manager. The Risk Manager will forward a copy to the Fleet Supervisor.
6. If the individual is injured, it is the supervisor's responsibility to complete a Supervisor's Accident Investigation Loss Source Identification Form and send it to Human Resources within 48 hours. If the employee seeks medical treatment an 801 Form must be completed and forward to Human

Resources. Human Resources will provide a copy to the Risk Manager, who will convene the Accident/Incident Review Board.

7. The Accident/Incident Review Board will review all accidents and forward their findings in written format to the appropriate Department Manager.
8. Report any suspension of driving privileges to a supervisor or to Human Resources immediately or within one business day. Supervisors are to notify the Human Resources Director immediately of any reported suspensions. The City will not become involved in obtaining an occupational license for any employee. The City will allow employees up to one month of unpaid or vacation leave time to obtain an occupational license. After that time an employee will be laid off for inability to perform the duties of the position. Terms of layoff will apply.
9. Employees will pay all fines associated with their own traffic violations occurring on the job, whether in a City vehicle or in a personal vehicle (excluding mechanical violations on City vehicles/equipment). In addition, traffic violations and/or at-fault accidents, while in a City vehicle, will be subject to disciplinary action for cause, up to and including termination.
10. Incidents involving drugs or alcohol issues are subject to the City's Drug-Free Workplace Policy. This Policy will not supersede law or policy pertaining to the driving of heavy vehicles subject to a Commercial Driver's License. In those cases, the more stringent rules of the State or Federal government will apply.

[Attachment B](#) is provided for your use in conducting an accident/incident investigation.

Accident/Incident Review Board

The following procedures apply when City vehicles are damaged or cause other vehicles to be damaged.

1. Definitions
 - a. Accident - Any incident involving a City owned vehicle or equipment resulting in property damage, injury, or death.
 - b. Incident - no property damage, injury or death.
 - c. Preventable - Defines an accident that was caused by careless operation or judgment of an employee.
 - d. Non-preventable - Defines an accident that was not caused by careless operation or judgment of an employee.
2. Hearings
 - a. Members of the Review Board will ensure that discussions and findings of the Board are kept confidential and hearings shall be conducted privately.
 - b. Composition of the Accident/Incident Review Board shall be the Risk Manager and one (1) designated representative from each Sub-Safety Committee. The Police Department will retain their own Review Board. They will provide the Risk Manager with a copy of their findings.
 - c. Hearings by the accident review board shall be informal.
 - d. The involved employee may testify in his own behalf and may call witnesses.
 - e. If any accident or incident is found to be preventable HR will be notified.
3. Accident/Incident Review Board Process (AIRB)
 - a. Accident/Incident review board decisions will be by majority vote.
 - b. All findings will be signed by all members of the Review Board with indication of concurrence or dissent.

- c. The accident review board shall make one of the following findings:
 - 1) The accident was “preventable”, meaning that the accident was caused by careless operation or judgment of an employee.
 - 2) The accident was “Non-preventable”, meaning the accident was not caused by careless operation or judgment of an employee.
- d. A report of the Accident/Incident Review Board shall be sent to the appropriate Department Manager for review and for further action as deemed necessary. Accident and/or incidents that are found to be preventable will have a copy of the AIRB review sent to Human Resources for filing.

Full Time Assignment/Take Home Privileges

- 1. At the request of the Department Head, the City Manager may authorize the full-time assignment of a City vehicle to an individual when it is clearly demonstrated that more efficient use of City resources will result from permanent individual assignment or when it is an operational requirement of the requesting division. A Full time assignment of a particular vehicle will not include home to work travel unless specifically approved pursuant to paragraph 2.
- 2. City Manager may authorize in writing take home privilege for a City-owned vehicle when the employee’s official City duties require that he/she is:
 - (a) Regularly on-call and needs to respond to emergencies; or
 - (b) Regularly conducts City business after normal working hours or on weekends
 - (c) Taking home a City vehicle is considered a rare exception and is not to be granted for routine on call assignments.
- 3. Employees who are assigned take home privileges of a city vehicle may use the vehicle during breaks and lunch hour on a limited basis for errands and going to lunch. [\(See Procedures.\)](#) Public Safety employees who are required to utilize the City vehicle to respond to emergencies may transport a spouse, registered domestic partner, or family member while on call so long as the use is limited to a fifteen (15)-mile radius of the City.
- 4. On call employees should use their discretion at all times when transporting non-city personnel and/or using the vehicle for personal purposes. [See Procedures.](#)
- 5. When transporting non-City employees in a City vehicle for a planned event, supervisor approval is required in advance. If it occurs as a result of an emergency call, a supervisor should be made aware of the situation the first time the employee is back in the workplace after the event.
- 6. Use of a City vehicle for commuting purposes may be a taxable fringe benefit.

Taxable “Fringe Benefit” for Use of City Vehicle

Refer to the Taxable Fringe Benefit Policy and Procedure for details on when vehicle use may be subject to taxation as a fringe benefit.

The most common vehicles excluded from the law are as follows:

- a. Clearly marked police and fire vehicles.
- b. Unmarked vehicles officially authorized for use by law enforcement officers (defined as one who is full-time, authorized to carry a firearm, execute search warrants and make arrests).
- c. Ambulances.
- d. Flat bed trucks.

- e. Any vehicles designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- f. Bucket trucks, “cherry-pickers.”
- g. Qualified special utility repair trucks

Personal Vehicle

The first choice for business transportation is a City owned vehicle or public transportation when possible. Free bus passes are available, through Human Resources, for local bus transportation related to City business. Privately owned vehicles may be used with [mileage reimbursement](#) at the current IRS rate for business purposes when authorized by your supervisor. This rate is published annually by the Finance Department.

All employees who drive a personal vehicle on City business must possess a valid Oregon or Washington driver's license and insurance coverage on their private vehicle, to include liability limits no less than the State's requirements; verification of coverage must be provided to the Risk Manager annually or upon change of insurance status using City [Personal Auto Insurance Verification Form](#).

As used in this policy, “the conduct of City business” includes miles driven in the personally owned vehicle for City purposes, during paid work hours, by any City employee.

Do not use City gas pumps or credit cards for gas for any use other than City vehicles and equipment.

Private Vehicle Reimbursement (PVR)

When a City employee meets the requirements for individual assignment of a City vehicle with work-to-home use authorized, the City may elect to provide a flat monthly reimbursement in lieu of an assigned City vehicle provided that the current rate is less than the cost of providing a City-owned vehicle adequate to meet the specific business transportation needs of the employee.

- a. The private vehicle reimbursement rate is established by the City Council and is reviewed annually by the City Manager.
- b. All private vehicle reimbursement payments are reported to the IRS as income received by the employees.
- c. Private vehicle reimbursement is considered full payment for private vehicle use in lieu of an assigned City vehicle. The Department Head on a case-by-case basis should consider requests for additional mileage payments for unusual travel expense incurred beyond a 25-mile radius of City Hall.

Commercial Driver's License (CDL) Positions

Some positions at the City require that the incumbent possess a CDL. The employee will be given two (2) opportunities, during the probationary period, on work time, to test for the permit and two (2) opportunities on work time to take the driving portion of the exam. The initial cost of exams will be covered by the employee. If successful in passing the required CDL exams, written or driving, the City will reimburse the employee for the cost of exams that he/she passes. Should a probationary employee be unable to obtain a CDL after two attempts, any further attempts will be at the cost and time of the employee. The department will provide a total of eight (8) hours for all study for and completion of the written test required and a total of forty (40) hours for the drive training and test. Should an employee need additional training, it will be the employee's responsibility to obtain training and testing on his/her own time and at his/her own expense. If a probationary employee is not able to obtain a CDL during the probationary period, it may result in termination.

A regular status employee is expected to maintain a continuous CDL and will be given work time to take the medical exam. If the employee uses the medical facilities of the City's occupational health provider

the City will pay for the cost of the exam. It is the employee's responsibility to ensure he/she schedules medical appointments and any required tests far enough in advance to maintain continuous coverage of their CDL. No overtime costs shall be incurred for studying for or taking the CDL tests.

It is the supervisor's discretion whether to bring an outside tester to the site to administer the CDL test or whether to send the employee to the Department of Motor Vehicles. In determining which resource will be used, cost and staffing issues will be taken into consideration.

Attachment A

City of Milwaukie Personal Auto Insurance Verification Form

Employee Name:

Last Name

First Name

MI

Please check all boxes that are appropriate to your position within the City.

☐ I do not use my personal vehicle to conduct City business.

☐ I do not use a City vehicle to conduct City business.

☐ I do operate a City vehicle to conduct City business and have a valid Oregon or Washington Driver's license.

☐ I do operate my personal vehicle to conduct City business and have a valid Oregon or Washington Driver's license and carry the State minimum required insurance coverage on my vehicle.

If you checked this box please provide your insurance information below.

Insurance Information:

Company

Agent

Address

Street

City/State/Zip

Phone

Policy Number

Insurance Effective Dates

From

To

☐ I have auto insurance with the above named Insurance Carrier at or above the minimum required by the State of Oregon.

Signature

Date

Return to Human Resources.

Attachment B

City of Milwaukie Accident Incident & Property Report

Form can be found at S/Risk Management/Forms; or in City Templates; or on the Safety Page on City Intranet.

Attachment C

City of Milwaukie

Vehicle Check Out Guidelines

1. Contact the fleet department 10 days in advance to request the use of a vehicle for extended trips. They will reserve, check over, and prepare one of the staff vehicles for your use.
2. Give your department head, the name, and address of where you will be staying.
3. Let the fleet department know the dates you will have the vehicle.
4. Verify that the insurance information and registration are inside the glove box prior to leaving on your trip.
5. Upon checking the vehicle out you must complete the Pre-Trip Form. Notify the fleet department immediately if you have any problems with the vehicle.

**CITY OF MILWAUKIE
FLEET REPAIR REQUEST**

Attachment D

**CITY OF MILWAUKIE
FLEET VEHICLE PRE-TRIP INSPECTION**

OPERATORS NAME: _____

DATE: _____ VEHICLE # _____ MILEAGE: _____

Federal and State laws require that all CDL drivers do a vehicle inspection before leaving on a trip. The City is requiring that all employees driving City equipment perform a pre-trip inspection before using the vehicle. **Initial each item to indicate that you have checked it and that it is operational. Turn into shop on return.**

<p>1. Check that all external lights and reflective equipment are clean and functional. Light and reflectors checks include:</p> <p>_____ Clearance lights</p> <p>_____ Headlights (High and low beam)</p> <p>_____ Taillights</p> <p>_____ Turn signals</p> <p>_____ 4 way flashers</p> <p>_____ Brake lights</p> <p>_____ Red reflectors (rear) amber (elsewhere)</p> <p>_____ Mirrors checked for best visual view.</p>	<p>2. Engine compartment check:</p> <p>_____ Engine oil level</p> <p>_____ Coolant level</p> <p>_____ Radiator hoses</p> <p>_____ Power steering level & hoses</p> <p>_____ Windshield washer fluid level</p> <p>_____ All belts (report any excessive wear)</p> <p>_____ Any fluid leaks</p> <p>_____ Transmission fluid level (Check after engine is started)</p>
<p>3. Vehicle walk around inspection:</p> <p>_____ Wheels for cracks, damage or loose lug nuts</p> <p>_____ Tires tread depth, condition, inflation, duels for debris between tires</p> <p>_____ Check splash guards and mud flaps</p>	<p>4. In cab inspection:</p> <p>_____ All other gauges</p> <p>_____ Safety equipment (fire extinguishers, flares, accident report kit, 1st aid kit)</p>

Remarks/Other:

[illegible]

Appendix 1

Requirements of an Acceptable Driving Record

These requirements become effective for new hires as of the date of this policy and are intended as a minimum standard only. A supervisor in conjunction with the HR Director may set stricter requirements based on the specifics of a position.

1. No class “A” infraction convictions during the past thirty-six (36) months and no more than (1) class “A” infraction conviction between the past thirty six (36) and sixty (60) months.
2. No more than one (1) class “B” infraction conviction during the past twelve (12) months and no more than two (2) class “B” infraction convictions during the past thirty six (36) months.
3. No more than two (2) separate Class “C” &/or “D” infraction convictions during the past twelve (12) months and no more than three separate (3) class “C” &/or “D” infraction convictions during the past thirty-six (36) months.
4. Demonstrated ability to maintain a driver’s license without suspensions for the past sixty (60) months.
5. No felony or misdemeanor driving convictions within the past sixty (60) months.

Examples of Violations Listed by Classification (Note these are not intended to be all-inclusive lists)

Class “A: Infraction

- Failure to obey a traffic flagger
- Driving while suspended (infraction)
- Careless driving (accident involved)
- Speed racing
- Speeding (30+ MPH over posted limit)
- Failure to stop for school buses

Class “B” Infraction

- Passing in a no pass zone
- Failure to drive on right side of the road
- No operator’s license
- Careless driving (no accident involved)
- Failure to obey a traffic control device
- Driving uninsured

Class “C” Infraction

- Failure to use traction devices – For these purposes, this applies only if driving in City vehicle
- Illegal U-turn
- Failure to yield to pedestrian in crosswalk
- Speeding (11-20 MPH over the limit)

Class “D” Infraction

- Impeding the flow of traffic
- Failure to signal lane change
- Speeding (1-10 MPH over the limit)
- Failure to use safety belts

Class “A” Misdemeanor

- D.U.I.I.
- Reckless endangerment of a highway worker
- Providing false information to a police officer

- Hit and run (property damage)
- Reckless driving
- Driving while suspended

Class “B” Misdemeanor

- Providing false information regarding liability insurance
- Providing false information on accident report

Class “C” Misdemeanor

- Failure to display a driver’s license
- Failure to return suspended license

Class “C” Felony

- Hit and run (injury)
- Attempting to elude a police officer
- Driving while suspended/revoked

Appendix 2

Positions identified that require driving as part of the job duties. This may not be a complete list as position titles change. Refer to specific classification specifications for additional information

Administrative Specialist I II and III – depending upon the particular assignment

Administrative Supervisor

Asset Management Technician

Building Inspector

Building Official

City Manager

Code Compliance Assistant and Coordinator

Department Directors – all

Engineer series

Facilities Maintenance Technician and Coordinator

GIS Coordinator

Human Resources Assistant

IST Analyst I and II

Mechanic

Operations Supervisor

Parking Enforcement Officer

Permit Technician

Planner series

Police Officer series

Program Coordinator

Public Information Coordinator

Public Affairs Coordinator

Resource and Economic Development Specialist

Senior Administrative Specialist

Shop Foreman

Utility Specialist I and II

Utility Worker I and II

Water Quality Coordinator